

MOST FREQUENTLY USED WORDS

Connected Copy - Speed Focus

Each paragraph contains two occurrences of each of the words in a specific 10-word group from the first three lists of high frequency words.

Directions:

1. Practice keying each sentence separately at least twice.
2. Then time how long it takes to type the entire paragraph.
3. Repeat the paragraph trying to increase speed with each typing.

before - check

Before the meeting, take your plan further. Above all, being received well matters. Check how further work will be received before the meeting. Take time to plan and check details. Being ready ranks above how you look.
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